

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
NOVEMBER 18, 2021**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 18, 2021 via teleconference. The meeting was called to order at 1:03 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Linda Smith, Chair
Liz Habkirk, Vice Chair
Dan Buckshi, Member
Steve Rogers, Member
Dan Schwarz, Member
Brent Slama, Member
Hilary Straus, Member

Members Absent: None

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Rich Oppenheim, Administrative Services Manager
Xavier Thomas, HR Manager
Bobbi Bennett, HR Service Line Leader
Kay Randolph-Pollard, RGS Lead Advisor, Recruitment Services
Sky Woodruff, Authority Counsel
Tiffany Buraglio, Executive Assistant
Betsy Adams, RGS Advisor
Maura Griffin, RGS Advisor
Kristiana Harapan, RGS Advisor
Alicia Hicks, RGS Advisor
Annie Kavanagh, RGS Advisor
Deona Knight, RGS Advisor
Andrea Russell, RGS Advisor

2. PUBLIC COMMENT – None

1:04pm Dan Schwarz and Dan Buckshi joined the meeting

Staff requested item 6E be moved to the beginning of the meeting agenda.

6. NEW BUSINESS

E. Recruitment Service Line Presentation

Information item; no action was taken. Deputy Executive Director Selivanoff explained that several years ago, the JPA realized public agencies were in need of quality recruitment services and the JPA could provide that service and introduced RGS Lead Advisor for Recruitment Services, Kay Randolph-Pollard. Lead Advisor Randolph-Pollard introduced the members of the Recruitment team in attendance. The Recruitment Team has experience in public sector recruitments and also has the administrative experience to support the team with technology needs for tasks such as placing ads and running testing sessions. Lead Advisor Randolph-Pollard reviewed the recruitment process highlighting various tools used and specialty services provided. Executive Director Averett noted that the services provided by both the Recruitment Team and the Training and Development Team have a much broader reach than traditional JPA service offerings, in terms of marketing and outreach of RGS.

1:27pm Brent Slama joined the meeting

1:39pm Recruitment Advisors left the meeting.

3. APPROVAL OF CONSENT AGENDA

Staff requested items 3C and 3H be pulled from the Consent Agenda for discussion.

- A. Approval of **May 20, 2021 and October 13, 2021** Minutes
- B. Approval of RGS Position Listings
- D. Approval of Payments and Deposits made May through September 2021
- E. Approval of Investments Report through September 2021
- F. Receive and File Management Services Agreements Update
- G. Receive and File Municipal Dental Pool Update
- I. Adopt Resolution RGSEC2021-02 Authorizing Remote Teleconference Meetings Under the Brown Act as Amended by Assembly Bill 361 (2021)
 - Action:** Moved and seconded (Rogers/Habkirk) to approve consent agenda without items 3C and 3H.
 - AYES:** Smith, Habkirk, Buckshi, Rogers, Schwarz, Slama, Straus
 - NOES:** None
 - ABSTAIN:** None

C. Approval of Regularly Scheduled Meetings Calendar
 Executive Director Averett reviewed the meeting calendar and noted the May meeting had been planned for an in-person, one-and-a-half day meeting as well as some sort of presentation which would be of benefit to the members as well as other public agencies. He suggested a shorter time-frame (two-thirds day) for the meeting and the possibility of a remote meeting unless there was a substantial change in the pandemic. The Executive Director also expressed a desire to have a few members assist in the planning of the presentation program and the ideas would be presented to the full Executive Committee at the February meeting. A potential topic is the recent aggressive move by CalPERS, with assistance from the ALJ's decisions) regarding the common law employment test. Members Smith and Rogers volunteered to assist with the planning. The committee as a whole expressed a hope and desire to be able to meet in person at the May meeting.

H. Approval of Updated Personnel Rules & Regulations
 Executive Director Averett introduced HR Service Line Leader Bobbi Bennett. HR Service Line Leader Bennett stated that in May 2020 staff announced the desire to perform a complete overhaul of the Personnel Rules & Regulations to better reflect the unique business model of the JPA. Highlights of the revamp include the expansion of employee benefits and a rewrite of many personnel policies drawing on the specialties and expertise of the various HR advisors employed by the JPA. The Board and Administrative policies will be separate from the PR&R. A question was asked if there would be a cost to the new benefit expansion and HR Lead Bennet said there would be, however the cost has yet to be determined because the second open-enrollment period has not yet been completed to know how many employees would opt in to the additional benefits. Executive Director Averett noted that the increase in costs has been factored into new contract costing models. Member Rogers noted that the expansion of benefits would also benefit the JPA when it comes to recruiting for employees. Administrative Services Manager Oppenheim noted that the JPA is already in a great position to hire those individuals who are looking for remote work opportunities and the expansion of benefits helps make the JPA even more attractive.

- Action:** Moved and seconded (Rogers/Smith) to approve Regularly Scheduled Meetings Calendar and approve updates to the Personnel Rules & Regulations policy.
- AYES:** Smith, Habkirk, Buckshi, Rogers, Schwarz, Slama, Straus
- NOES:** None
- ABSTAIN:** None

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2021
 Information item; no action was taken. Executive Director Averett noted the first three months of the fiscal year were very positive with an earned net income of \$174,000. The JPA is moving into a typical off-season but the Executive Director feels the JPA will perform more solidly than during similar time periods in the past because the current mix of business is more consistent. Member Buckshi asked if staff noticed a demand for a certain type of business and Deputy

Executive Director Selivanoff responded that requests for Financial services have been increasing, as well as requests for miscellaneous project support and clerking services.

B. Approval of FY21 Audited Financial Statements

Executive Director Averett asked for a continuance on the review and approval for the FY21 audited financial statements. The auditors have had delays due to Covid and staff will distribute the statements as soon as they are complete and will bring the audit to the Committee for approval at the next Committee meeting. Executive Director Averett previewed the findings by noting there was a retrospective adjustment from CJPIA which will improve the year-end net equity position than initially projected. The way the JPA has used the claims reserve will also be revised per the auditor's recommendations. Member Habkirk asked if there was a regulation that the JPA had to adopt the audited financial statements by the end of the calendar year and Executive Director Averett stated the JPA was not required to meet that deadline due to it not having debt and not submitting for annual comprehensive financial report review.

Action: Moved and seconded (Habkirk/Smith) to continue approval of the FY21 Audited Financial Statements to next Executive Committee meeting.

AYES: Smith, Habkirk, Buckshi, Rogers, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Approval of Updates to the Strategic Plan

Administrative Services Manager Rich Oppenheim noted that many of the Strategic Plan items are being discussed elsewhere in the meeting agenda. He expressed thanks to the members who provided feedback for the new Management Leadership Academy. The new Academy offering includes panel discussion opportunities and he hoped that some Committee Members would be interested in serving as panelists for the Academy, or recommend potential panel members from their networks.

Action: Moved and seconded (Smith/Slama) to approve updates to Strategic Plan

AYES: Smith, Habkirk, Buckshi, Rogers, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

2:27pm Recess to Closed Session after a 5 minute break

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9(d)(1))

Names of Cases: In the Matter of the Appeal of Membership Determination and post Retirement Employment of Linda D. Abid-Cummings, OAH Case No. 2020090772

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Douglas A. Breeze, OAH Case No. 2020100848

In the Matter of the Appeal of Membership Determination and post Retirement Employment of David W. Dowswell, OAH Case No. 2020090934

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Tarlochan Sandhu, OAH Case No. 2020100708

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Margaret M. Souza, OAH Case No. 2020090931

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Board Chair Rogers and EC Vice Chair Habkirk
Unrepresented employee: Executive Director

3:00pm Member Buckshi left the meeting

3:26pm Reconvene Meeting

Report Out of Closed Session – No action was taken

6. NEW BUSINESS

- A. Approval of Ad Hoc Committee Recommendations on Executive Director Compensation Methodology
No discussion.

Action: Moved and seconded (Rogers/Smith) to approve Ad Hoc Committee recommendations on Executive Director compensation methodology.

AYES: Smith, Habkirk, Rogers, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

- B. Approval of Ad Hoc Committee Recommendations on Executive Director Performance and Goals

Administrative Services Manager Rich Oppenheim noted there was a typo on page 1 of the staff report: “The final Executive Director goals for “FY 2021” should read “Fiscal Year 2022”.

Action: Moved and seconded (Rogers/Schwarz) to approve Ad Hoc Committee recommendations on Executive Director performance and goals as amended.

AYES: Smith, Habkirk, Rogers, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

- C. Approval of Amendment to Executive Director Employment Agreement

Member Rogers noted the requirement to orally report changes to the Executive Director employment agreement per CA government code section 54953. An increase to the Executive Director’s base salary of 5% was approved, bringing the base salary from \$216,146.65 to \$226,953.97.

Action: Moved and seconded (Habkirk/Straus) to approve the Committee’s recommended amendments to Executive Director Employment Agreement as stated in the staff report.

AYES: Smith, Habkirk, Rogers, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

- D. Training update – Management Analyst Academy

Information item; no action was taken. Administrative Services Manager Rich Oppenheim thanked everyone for the feedback on the planning of the Management Analyst Academy and he will be reaching out to the members to see if there are any questions on the curriculum.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: RGS has served 325 client agencies since inception. STARS assets hit \$15M and the Dental Pool is adding 5 new agencies effective January 1, covering over 6,100 lives. RGS has 166 employees which is a new high for the JPA. Executive Averett asked if any of the members were experiencing similar audit delays that might have been unique to this year due to the pandemic. Due to the disappointing performance by the new audit firm the JPA might go out to bid again for a new firm. No members expressed similar delays, but encouraged staff to discuss the issue with the auditors.

B. Members: Member Smith noted that agencies may need assistance with the reporting requirement for the implementation of SB 1383 over the next two years.

8. ADJOURN – The meeting adjourned at 3:43 p.m. The next regular meeting is scheduled for February 17, 2022 via teleconference.